

UNCLASSIFIED

CONFIDENTIAL

(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)

CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

25X1

| TO | INITIALS | DATE |
|---------------------------------------|----------|-----------|
| 1 Comptroller's Office ^{TAB} | | |
| 2 Actn: [Redacted] ^{TW} | | 10 Jan 55 |
| 3 Rm. 1502 Alcott Hall | | |
| 4 [Redacted] (for info) ^{EB} | | 11 Jan 55 |
| 5 ✓ TTS fills | | |
| FROM | INITIALS | DATE |
| 1 ODDI - [Redacted] | EBW/L | 7 Jan 55 |
| 2 | | |
| 3 25X1 | | |

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|--------------------------------------|---|------------------------------------|
| <input type="checkbox"/> APPROVAL | <input type="checkbox"/> INFORMATION | <input type="checkbox"/> SIGNATURE |
| <input type="checkbox"/> ACTION | <input type="checkbox"/> DIRECT REPLY | <input type="checkbox"/> RETURN |
| <input type="checkbox"/> COMMENT | <input type="checkbox"/> PREPARATION OF REPLY | <input type="checkbox"/> DISPATCH |
| <input type="checkbox"/> CONCURRENCE | <input type="checkbox"/> RECOMMENDATION | <input type="checkbox"/> FILE |

Remarks:

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Executive Registry

6-4908

7 January 1955

MEMORANDUM FOR: The Assistant Directors

ATTENTION : Executive Officers

SUBJECT : Payment of Overtime

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1. Based on discussion with the Comptroller's Office, I wish to advise the following regarding the practice to be followed in the certification of overtime payment to employees in cases where it has not been possible to afford an opportunity to use compensatory time off.

2. The applicable provisions of CIA Notice are as follows:

"7. b. (h) Supervisors are responsible for ensuring that employees under their jurisdiction are afforded an opportunity to use compensatory time off. When it has been impossible to permit such opportunity, the appropriate supervisor will so certify to the office head concerned as a basis for authorizing overtime payment in accordance with paragraph 4 g above."

"4. g. Compensatory time off shall be scheduled to be taken as soon as practicable (generally within 90 days) after it has been earned but not later than the end of the leave year in which it was earned; provided, however, that where overtime is earned in the last four calendar weeks of the leave year the compensatory leave must be taken not later than the end of the fourth calendar week of the following leave year. If an employee has been denied opportunity to use compensatory time off during this period because of any condition related to his employment with the Agency and beyond his control, he shall be paid for the overtime at the overtime rate of pay which applied at the time the overtime was performed....."

25X1

3. Separate certifications should be submitted for the following two categories:

a. Certification covering overtime earned prior to the last four calendar weeks of the 1954 leave year for which compensatory leave should have been taken by not later than the end of the 1954 leave year. The certification for this group should be submitted at the earliest possible date.

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b. Certification covering overtime earned in the last four calendar weeks of the 1954 leave year for which compensatory leave cannot be taken by the end of the fourth calendar week of the current leave year. This certification should be submitted as of 28 January 1955.

25X1

4. The certification should be in memorandum form listing the names of the individuals and specifying the number of hours for which they are eligible for overtime payment. The determination of eligibility should be based upon the policy contained in CIA Notice No. [redacted] paragraph 4 g, quoted above. The certification, signed by the supervisor and the Assistant Director, should include a statement indicating that the subject employees were denied an opportunity to use compensatory time off because of the conditions related to their employment and beyond their control.

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[redacted]
Assistant to the AD/I (Admin.)

cc:

[redacted]
Comptroller's Office
Chief, Technical Accounting Staff
Comptroller's Office,
Chief, Fiscal Division

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